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Canada. Dept. of Public  
Printing and Stationery  
Report  
1960/61

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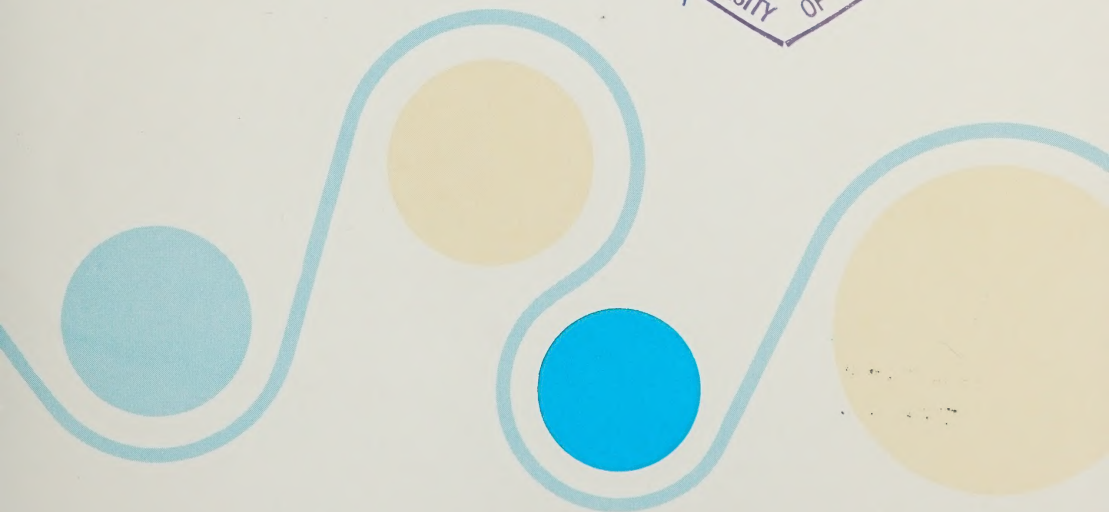


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DEPARTMENT OF  
PUBLIC PRINTING  
AND STATIONERY  
ANNUAL REPORT

FOR THE FISCAL YEAR ENDED MARCH 31<sup>ST</sup> 1961

Government  
Publications







(Annual) Report  
(of the)

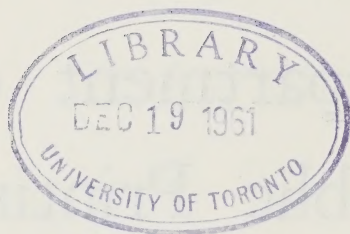
*Canada*  
Department of  
Public Printing  
and Stationery

*1960/61*  
for the fiscal year

ended March 31, 1961

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Roger Duhamel, F.R.S.C.  
Queen's Printer and Controller of Stationery  
Ottawa, 1961



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1960/61

Price 25 cents    Cat. No. SPI-1961

Available from the Queen's Printer

Ottawa, Canada.

To His Excellency

Major General Georges P. Vanier, D.S.O., M.C., C.D.,  
Governor General and Commander-in-Chief of Canada.


May it please your Excellency:

I have the honour to submit to your Excellency the report of  
the Department of Public Printing and Stationery for the fiscal year  
ended March 31, 1961.

Respectfully submitted,

NOËL DORION,  
*Secretary of State of Canada and  
Minister in charge of the Department  
of Public Printing and Stationery.*

OTTAWA, October 1961.



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The Honourable Noël Dorion, P.C., M.P., LL.D.,  
Secretary of State of Canada and Minister in charge of the  
Department of Public Printing and Stationery.

SIR:

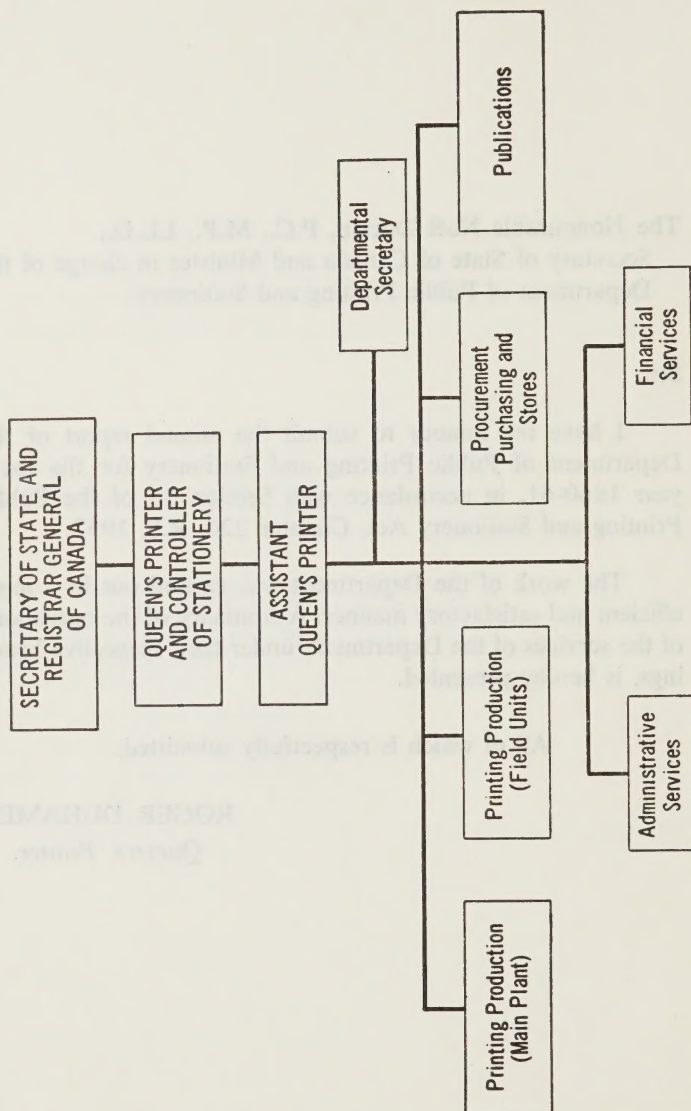
I have the honour to submit the annual report of the  
Department of Public Printing and Stationery for the fiscal  
year 1960-61, in accordance with Section 36 of the Public  
Printing and Stationery Act, Chapter 226, R.S. 1952.

The work of the Department was carried out in a most  
efficient and satisfactory manner. A summary of the operations  
of the services of the Department, under their respective head-  
ings, is hereby presented.

All of which is respectfully submitted,

ROGER DUHAMEL  
*Queen's Printer.*

DEPARTMENT OF PUBLIC PRINTING AND STATIONERY  
ORGANIZATION CHART



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# Annual Report of the Department of Public Printing and Stationery

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## INTRODUCTION

It was felt that although this report covers activities for the fiscal year 1960-61, a few historical notes should be inserted because the Department will celebrate, during 1961, its 75th anniversary. On June 2, 1886, the Department of Public Printing and Stationery was established by an Act of Parliament, Chapter 22.

The records of the Department indicate that an investigation had been made in 1885 by the then Queen's Printer, Mr. Brown Chamberlin, and others, under the direction of the Honourable J. A. Chapleau, Secretary of State of Canada at that time, in respect of the various systems of governmental printing followed by other countries and particularly in Great Britain, France and the United States.

Although the Department of Public Printing and Stationery came into being in 1886, the office of the Queen's Printer had already been established under "An Act Respecting the Office of the Queen's Printer and the Public Printing", Chapter 7, assented to on June 22, 1869.

For historical reasons as mentioned above, it is felt that this year's report should contain a list of all the Queen's Printers (King's Printers) since the beginning:

Malcolm Cameron	— 1863-1869
G. E. Desbarats	— 1869-1870
Brown Chamberlin	— 1870-1891
Dr. S. E. Dawson	— 1891-1909
C. H. Parmalee	— 1909-1914
J. de L. Taché	— 1914-1920
Thomas Mulvey	— 1920-1921
F. A. Acland	— 1921-1933
J. O. Patenaude	— 1933-1940
Edmond Cloutier	— 1940-1958
Roger Duhamel	— July 1960 to date.

The annual reports of the Queen's Printer up to the establishment of the Department of Public Printing and Stationery are embodied in the annual reports of the Secretary of State of Canada.

In June 1921, the jurisdiction of the Department of Public Printing and Stationery was transferred from the Secretary of State to the Minister of Labour. In 1926, the responsibility for the Department was returned to the Secretary of State with whom it has remained since.

The old Government Printing Bureau started in 1886, was completed two years later. Additions were made in 1904, 1905, and in 1919-1920.

During the twenties, the erection of a new building received serious consideration. The depression and, eventually, the Second World War disrupted that plan.

The Second World War severely taxed the facilities of the Department. Printing sales to Parliament and departments totalled \$1,798,000 approximately in 1938. Similar figures for the fiscal year 1957-58 indicated printing sales of approximately \$14,000,000. Demands for stationery increased proportionately. Prior to the move to the new location in Hull, Quebec, and to meet increased demands, it was necessary to secure other buildings in Ottawa and, at one time, the Department occupied, aside from the Printing Bureau, twenty buildings having a total floor area of 157,175 square feet.

The needs for the Department were so apparent that in the development of the plans for a National Capital, provision was made for a new site.

The modern building now housing the machinery and offices of the Queen's Printer is situated in Hull, Quebec. The main building is rectangular and comprises three floors and basement, each having a floor space of 284,240 square feet. The power house floor area is 17,856 square feet with a similar basement area below. The building is fully equipped with necessary services such as special electrical supplies, compressed air, chilled water, domestic water, hot water and steam.

## FUNCTIONS

The Department is responsible for the following duties in relation to services required for the Senate and the House of Commons and the several departments of the government, namely: (a) the execution and audit of all printing, stereotyping, electrotyping, lithography, binding, or work of the like nature, and the procuring of the material therefor; (b) the purchase and distribution of all paper and other articles of stationery of all kinds; (c) the sale of all books or publications issued by order of either or both Houses of Parliament or by any department of the government; and (d) the free distribution of all public documents to persons and institutions who are entitled, under Treasury Board authority, to receive them without payment. The Department is also responsible for the printing, publication and distribution of the *Statutes of Canada* (according to the provisions of the *Publication of Statutes Act.*, R.S.C., 1952, Chapter 230) and the *Canada Gazette*, the official gazette of Canada, which is printed in two parts: Part I, which contains notices of a general character; and Part II, which contains all

rules, orders, regulations and proclamations of a legislative or of an administrative character having general effect or imposing a penalty.

## ORGANIZATION

The Department consists of six branches, namely: Printing Production, Main Plant; Printing Production, Field Units; Procurement, Purchasing and Stores; Publications; Administrative Services; and Financial Services. There is, in addition, a Departmental Secretary. This organization is graphically described in the chart shown on page 6. In this year's report, the activities of the Department are described in the sequence indicated on this chart.

## PRINTING, PRODUCTION, MAIN PLANT

### General

This Branch was reorganized this year to include among its divisions the former Engineering Branch with its plant engineering and maintenance functions for the Department. This reorganization then led naturally to the establishment of the Production Committee which is composed of the managers of the divisions, Plant Operations, Planning, Plant Studies, and Engineering and Maintenance.

It is felt that this committee has accomplished much during this fiscal year, especially in the improvement in the delivery of some of our major publications and greater efficiency in production through improved planning and communications. It provides an effective means of co-ordinating the functions of production and is a step in the direction of efficiency in industrial organization.

Personnel decrease in the Production Branch in direct labour for this year was approximately 2.5% and the decrease of all other personnel was 0.8% using the number of employees in direct labour for this year, as a basis for both percentages.

### Plant Operations

Preparatory work for the scheduling system in production control was completed. The trial for the system began in the Offset Division on March 1st of this fiscal year and, results of this trial indicate that this new scheduling system will become an effective tool for the control of work flowing through the various divisions of the plant and, since it will allow us to forecast and maintain delivery schedules, better public relations should result for the Department.

An amount of \$692,893 was expended on the production of patents for the fiscal year 1960-61, as compared with an amount of \$768,941

expended during the fiscal year 1959-60. The following schedule compares the production for these two fiscal years:

	1959-60		1960-61
1. Number of Patents .....	22,128		22,660
2. (a) Number of pages set by linotype .....	31,900	40%	28,500 33%
(b) Number of pages set by varityper .....	46,075	60%	58,550 67%
	<u>77,975</u>		<u>87,050</u>

A central varityper unit was established in the Trade and Commerce Building on Wellington Street, Ottawa, to provide more exacting services for customers occupying this building and the surrounding area. The Civil Service Commission made extensive use of this form of composition during the fiscal year.

The number of days which the House of Commons sat during this fiscal year was 168 compared with 133 in the year 1959-60.

This demand is reflected in the linotype production shown in Table I and the increase in production for the cylinder presses. This also accounts for the concurrent decrease of production in the vertical presses, platen presses, and Heidelberg presses.

The following table shows the volume of production of parliamentary papers for this year:

	<i>No. of Pages</i>
Daily Work (includes Hansard for the House of Commons and Senate, Votes and Proceedings House of Commons, Minutes of the Senate, all in both languages) .....	30,685
Committee .....	19,992
Bills .....	10,805
	<u>61,482</u>

The extended hours of the House of Commons began on July 22, 1960, and ended with the close of the Session on August 10, 1960.

Increase in offset impressions from 77.9 million to 94.2 million results from increased efficiency, the installation of standards of production, and because of the overtime and long runs of the census job. The 21×28 and 22×34 offset presses were used for census work.

## Planning

This division made two major advances this year. First, in the establishment of a sub-registry for the filing of negatives, positives, stereos, mats, engravings, type; and secondly, a "Methods Committee" was established.

The sub-registry was installed by the "Officer, Systems Division" of the Administrative Services Branch and it will yield continuous savings in succeeding years.

The function of the "Methods Committee" is the scrutinizing of all requisitions for the Main Plant and for Commercial Printing to ensure that all printing for the customers of the Department is processed on equipment existing in either the main plant or commercial printing which will yield the lowest cost.

## Plant Studies

This group continued its contribution to increase plant efficiency by the establishment of standards for the offset process functions, plant layout, methods study, the analysis and assessment of alternative equipment, and the provision of estimating data for the planning office.

The work standards developed by this group were applied in the Offset Division of the Main Plant and in Dominion Bureau of Statistics for a period of approximately ten months of the fiscal year. These standards resulted in a savings of \$24,362.

Further savings of \$11,789 resulted from work in standards, methods study, and layout in other offset functions and in the production of stamped envelopes.

The project section of Plant Studies played a major role in the successful production of the census documents and their reprinting. This group has also been employed in the re-organization of the Dominion Bureau of Statistics plant, the development of the enlarged Xerox process, and this year, has begun a complete analysis of the production of parliamentary papers.

## Plant Engineering and Maintenance

This division continued the analysis and re-organization of its functions so that 60% of the maintenance workload is now planned whereas this work was previously handled on the less efficient call maintenance system. Technical history cards of repairs on equipment are available, and more cost standards and maintenance work standards are in operation.

The expenditure on all labour for this division, in this fiscal year, was \$278,038 compared with \$254,194 in the year 1959-60, an increase of 9.4%.

The cost of this function per \$100 of printing production has increased by 5% whereas the cost for each 1,000 impressions produced has decreased by 1.9%.

The drafting office produced 123 various drawings. These drawings included four plant layouts for Halifax, National Health and Welfare (Ottawa), Toronto, and Montreal, and design drawings for the enlarged Xerox process.

## PRINTING PRODUCTION, FIELD UNITS

Sales increased by 15% from \$2,721,000 in 1959-60 to \$3,122,000 in 1960-61. The increase is not indicative of an increase in costs per unit of product to departments. The usual presswork statistics show that there was an even greater increase in units of product produced.

Press impressions increased by 14% and the number of plates from which impressions were produced increased by 25%. The increase in production was caused mainly by the transfer of the printing function of several government departments to this Department. (See table 4).

Problems of an organizational nature were encountered during the first few months of the year, but the Branch operated with considerably increased efficiency in January, February and March. It was several months before the Defence Production, Department of Labour, Department of Veterans Affairs and Department of Trade and Commerce printing pools were consolidated into one composite printing unit in the Trade and Commerce Building on Wellington Street, Ottawa.

Printing Units sell to customer departments supplies used in connection with the printing operation, such as duplicate plates, pencils, typewriter ribbons, paper, etc. Sales in this area amounted to \$330,000. The sales of printing supplies to departments will continue in the new year.

## PROCUREMENT, PURCHASING AND STORES

### General Purchasing Division

This division purchased, during 1960-61, standard items amounting to \$19,511,744. These consisted of paper, envelopes, office equipment, plant equipment, plant supplies, printing and stationery.

This division also handled 31,832 requisitions and issued 35,098 purchase orders.

The Product Research office continued to develop specifications and standards. Sixteen (16) new specifications and standards were completed.

One hundred and forty-nine (149) analyses and reports on tenders and items tendered on were prepared for purchasing agents.

In connection with complaints of items supplied to government departments, sixty-nine (69) investigations were carried out, adjustments were arranged and products replaced in order that customer departments may be satisfied.

Product Research arranged four hundred and one (401) spot checks and tender sampling tests in association with Department of Public Works Testing Laboratories, Department of National Defence (Inspection Services) and our own Department's Plant Studies Division.

## Stores Division

The Stores Operation maintained fifty-two (52) Main and Sub-Stores inventories from coast to coast to facilitate departmental and customer department operations.

These inventories of materials provided and accounted for by the Queen's Printer's Revolving Fund, had a value of \$2,205,006 at year end and the value of issues from the various inventories during the year amounted to \$7,512,382.

The first full year of skid control indicates the complete elimination of skids manufactured and an expenditure of only \$49.50 for repairs. In addition, the quantity recovered more than supplied departmental requirements with the surplus being resold to paper mills at a recoverable value of \$1,250.

It will be noted that the heavy load of overtime worked in previous years has now been eliminated due to improved methods, systems and organization.

The cataloguing, classifying and preparation of specifications of materials held in Technical Stores is continuing on schedule and, when completed, should further benefit provisioning, service and maintenance to the Production and Maintenance Branches as well as aid in reducing inventories.

Statistical figures maintained throughout the year indicates volume comparative to immediate past years, as inventory and sales values shown above would indicate.

Continuing efforts to reduce stores inventories, to level out peak and valley periods, to eliminate duplication of operations and to adjust organization to better service customer departments are contained in a detailed report to management for their review during the past year.

## Procurement Division

In reviewing the work performed by this Division, it was noted that there was an increase over the previous year in the volume processed. The increase in main was reflected in the control of Stationery Stores. Although there was a reduction of 1,377 in the number of requisitions received from the customer departments, there was an increase of 9,722 line entries posted, indicating an increase in the number of items demanded per requisition.

The volume of sales of items shipped from Stationery Stores decreased by \$87,410 from the previous year. This reduction can be accounted for by the more extensive use of the direct shipment method for bulk shipments as there was an increase of 344 in the number of direct purchases for consignees. It was further noted that the monthly average value of the Stationery Stores inventory was reduced from \$752,675 to \$646,388 without impairment of service to the customer departments.

The Stationery Catalogue was revised and issued effective as of April 1, 1961.

As previously requested by the Production Manager, the cataloguing of Monotype Stores was accomplished (342 items).

The opening of the Copeland Building, Sir Charles Tupper Building and the Wellington Street Printing Units increase the number of sub-stores under ledger inventory control from 26 to 29.

The compilation of the Printing Stores Catalogue was completed and consideration is being given to its format before printing for distribution.

### Office Machine Repair Division

During the fiscal year, the Office Machine Unit at Trenton was closed and re-established at London, Ontario. This was necessary due to the transfer of RCAF activities from Trenton, which reduced the necessity of our operation.

It will be noted that the cost of repairs done by this Division has increased during the past year; this increase is attributed to a higher machine inventory and the maintenance of more complex equipment.

It should be noted that we anticipate a further increase in the next fiscal year due to the expansion of accounting machines purchased by the Comptroller of the Treasury, which required inspection contracts in excess of \$56,000 for the next fiscal year. The gross savings obtained by this Division was \$331,557 effected on repair calls, supply of surplus equipment and saving on purchase of new equipment.

## PUBLICATIONS BRANCH

### Canadian Government Publications

Total sales of Canadian Government publications and advertising in the *Canada Gazette* for 1960-61 resulted in revenues totalling \$1,111,510. The sale of publications to the general public amounted to \$958,521, an increase of \$70,377 over 1959-60.

Approximately 68,000 letters enquiring about the availability, price, etc., and requesting miscellaneous particulars concerning Canadian Government and UNESCO publications and involving research work, were answered by form letter or appropriate notation on the customers' letters. This represents an increase of approximately 8,000 letters over last year.

There continues to be a marked increase in requests from foreign countries for information about Canadian Government publications. Almost 4,500 such letters were answered during 1960-61 fiscal year, representing an increase of 500 over last year.

## Queen's Printer's Bookshops

The Queen's Printer's Bookshop (Ottawa), at the corner of Mackenzie Avenue and Rideau Street, in the heart of the National Capital, is the first retail store opened by the Queen's Printer, for the sale of Canadian Government publications as well as for those special books sold exclusively in Canada by the Queen's Printer as the Canadian agent for certain international organizations of which Canada is member nation.

The Ottawa Bookshop proved to be a great success. Sales for the fiscal year 1960-61 more than doubled the amount that was estimated at first, reaching \$51,075 for the year.

A second bookshop was organized during the fiscal year, in the federal Mackenzie Building in Toronto. This store opened after the end of the fiscal year. Preparations were also made to organize a sales outlet in Montreal.

## Sale of International Organizations Publications

Sales of International Organizations publications to the public continued to climb, having reached a total of \$61,009 compared to \$22,326 in 1959-60. Publications issued by UNESCO were up to \$32,191 from \$18,219 the previous year, while United Nations publications were sold for the amount of \$22,787 compared to \$4,011 during the second half of the year. This was due largely to a sustained publicity programme.

The Queen's Printer became sales agent for the Food and Agriculture Organization in February 1960. Sales in February and March 1960 were to the amount of \$95.45; they reached \$2,794.12 in the fiscal year 1960-61.

Two international organizations entered into an agreement with the Queen's Printer in January 1961 for the sale of their publications. They are the World Health Organization and the Organization for Economic Co-operation and Development. Sales of these publications totalled \$311.05 and \$2,925.85 respectively.

## Dominion Bureau of Statistics Publications

Acting as an agent of the Queen's Printer, by agreement, the Dominion Bureau of Statistics sells its own periodicals and mails them from its own building where they are produced in the Queen's Printer's printing unit. The Yearbook and the Handbook are sold and distributed from the National Printing Bureau.

## Authorized Free Distribution of the *Statutes of Canada*

At the end of the year, 2,574 copies of the English edition of the *Statutes of Canada* for 1960, and 831 copies of the French edition were distributed free of charge to authorized persons and institutions as provided

in T.B. Minute 477983 of March 31, 1955. In addition, 1,334 English and 473 French subscriptions to *Canada Gazette* Part II were being sent free of charge to those officials listed in Table 8, who are entitled to and have requested such complimentary service.

## Distribution Service

The continuing increase in the Department's distribution activities had a notable effect on the mounting volume of mail despatched during the year.

In addition and on behalf of outside departments, by means of pre-addressed tapes, the Department processed 2,870,759 copies of bulk-mailed periodicals shipped post-free.

It should be noted that 57,118 mail bags were forwarded to the Post Office Department in 1960-61, as compared with 53,764 in 1959-60. In so doing, the Department continues to assist the Post Office Department in taking care of primary sorting, thus freeing the Post Office from this task and filled bags are loaded directly on to the mail trains.

## ADMINISTRATIVE SERVICES

### Personnel

The principal change in organization, during the year, comes as a result of combining the Main Plant Production and Engineering functions under the Production Manager.

The departmental staff strength totalled 1,818. These positions were allocated as follows: Executive—11; Printing Production, Main Plant—987; Printing Production, Field Units—398; Procurement, Purchasing and Stores—178; Publications—91; Administrative and Financial Services—153.

### Wages and Working Conditions

Wage increases for the various printing trades classes of the Department in the Ottawa-Hull area became effective during the fiscal year.

Effective September 1, 1960, the composition trades received a ten cent wage increase while the bindery and pressroom trades received a five cent increase effective this same date. In early January, a three cent cost of living increase went into effect for the lithographic trades.

Further wage increases for bindery, pressroom and lithographic trades were pending at the close of the fiscal year.

The wage rates of the various printing trades classes in printing units located outside the Ottawa-Hull area, were under review at the end of the fiscal year.

Further adjustments in working hours affecting hourly paid staff took place during the year. There were no changes in working hours affecting printing trades personnel in the Ottawa-Hull area who continued to work a thirty-seven and a half hour week. The working hours of maintenance trades were reduced from forty hours to thirty-eight and three quarter hours. Consideration was also being given to a similar reduction in working hours for bindery personnel and other classes in the Department's Outside Printing Units. In keeping with departmental policy, these reductions in working hours were made without the employees suffering any loss in take-home pay.

## Staff Training

Under the apprenticeship programme, intensive on-the-job training covering various aspects of the printing trades was given to 81 trainees from Composition, Letterpress, Bindery, Proofroom, Offset and Maintenance. Their progress was reviewed by examining boards composed of management officers and trade representatives, resulting in the promotion of 33 trainees to journeyman status and recommendation for higher pay in many other instances.

The following courses were given for the benefit of the employees: Planning and Estimating; M. T. M. Techniques; and Dycil Plates (2-day seminar).

The Technical Library has purchased 76 new books, had 34 publications in circulation and 320 books or magazines have been borrowed by the employees.

## Systems

Our Systems Section undertook and completed a number of studies, including major projects in the areas of production analysis and scheduling, personnel procedures and transfer of records to Data Processing equipment; sub-registries; traffic and processing of Procurement data.

## Industrial Health

The Nursing Counsellors continued their active participation in the departmental health programme, both through membership in the House-keeping Committee and by conducting sanitation inspections in the cafeteria and other areas of the plant.

Through this section as well, arrangements were made for a blood donor clinic which was held by the Red Cross Society in February 1960.

## Traffic

Activities in the Shipping Section continued to increase in 1960-61. Shipments outside of Ottawa by various modes of transportation totalled 7,051,902 lbs. as compared with 6,271,000 lbs. last year, while local deliveries increased from 797,000 pieces in 1959-60 to 802,569 pieces this year.

In co-operation with the Systems Section, a rate book was developed for this Section which was instrumental in allowing substantial savings in our freight accounts.

## FINANCIAL SERVICES

### Financial Operations

The financial statements which will be found in Part II of this report have been prepared by the Financial Branch personnel and certified by the Auditor General of Canada. As in previous years, similar statements were prepared on a monthly basis and submitted to the management of the Department, although in a more comprehensive way. A seminar for the Management of the Production Branch was conducted to facilitate the interpretation of financial data. Plans were made, in conjunction with Production Branch, for the conducting of a course for junior Management, which will permit the introduction of a cost reduction programme in the plant.

The accounting system was revised and, in some cases, a more adequate system of pricing adopted which, in turn, redistributed the charges for certain jobs. A system of pricing per unit of production was also recommended and adopted. This was well received by the user departments.

Stores audits were carried out during the course of the year and material and supplies have been fully accounted for.

The cost research group, which was formed last year, continued to be actively engaged in cost studies and its recommendations resulted in savings to the Department.

### Financial Statement

The financial operations of the Department under the advance of \$4,000,000 differs from the previous year due to an earlier accounting close-off. In the past, the Department had to adhere to the close-off as applied to a budgetary system. It resulted that the Accounts Receivable, being greater than in the previous year, had to be used to secure further advances above the regular one of \$4,000,000 which did enable the Department to carry its operations. With minor exceptions, these accounts receivable are thirty and sixty days.

The volume of Printing and Stationery operations has increased by \$177,681 of which approximately \$350,000 represents work transferred to our Field Units, originally done by other departments on duplicating equipment of their own.

Though the Revenue from printing in the main plant has increased over the previous year and a decrease resulted on commercial contract, this is not necessarily so for various reasons: Revenue in the main plant sub-contracted amounted to \$130,680; discontinuance of paying progress charges on jobs uncompleted as of March 31st has reduced revenue from commercial contract by \$96,920; value of uncompleted purchase orders on file as of March 31st was \$1,454,255. Therefore, if you take the above factors into consideration, it is quite conceivable that this Department is not adding to its volume of work as any increase resulting from greater governmental activities is passed on as commercial contracts.

The volume of Stationery Revenue was reduced slightly from the previous year and could be attributed to less requisitions and lower prices due to bulk purchases.

The Excess Revenue over Expenditure, for this fiscal year, is \$21,629 as compared to \$180,187 in the previous fiscal year. This reduction in the Excess Revenue over Expenditure has enabled the Department to maintain the standard prices as in the previous year, with minor changes. This minimum excess provides user departments with minimum costs in line with their estimates.

## OTHER ACTIVITIES

### Fire Prevention and Civil Defence

As a result of a successful recruiting drive, 75 new applications were received to assist in this very important work. Due to a complete re-organization, the departmental Fire Prevention and Civil Defence Organization has expanded its programme to include First Aid, Communications and General Auxiliary Services, in addition to the Fire Brigade which placed fourth in competition for the "C.A. Thomson Challenge Shield".

Training will start in the near future for the new recruits and, when completed, the organization should be capable of meeting any emergency arising in the main plant.

### Suggestion Award Plan

Activities for the second full year of operations of the Suggestion Award Plan in the Department show an increase over that of last year. Over 98 suggestions were received from employees and 58 were processed from other sources. Approximately 14% of the suggestions received were approved and implemented with an approximate total monetary saving

to the Department of \$4,000. A number of suggestions are still under investigation and pending implementation at year end, therefore total savings are expected to be higher. Awards granted to successful suggestors totalled \$120.00 in cash and a value of \$164.00 in kind.

In the last few months, the trend has been towards greater employee participation in the Plan. The success of the Suggestion Award Plan should continue to increase in the forthcoming year.

TABLE I

**Printing Production (Main Plant)**  
**Includes Patent Printing & D.B.S.**

COMPARATIVE STATEMENT OF VOLUME OF WORK PROCESSED

<i>Description</i>	<i>1960-61</i>	<i>1959-60</i>
<b>PLANNING</b>		
Requisitions received for inside processing .....	11,850	13,599
Requisitions received for outside processing .....	3,955	3,946
Total .....	15,805	17,545
<b>COMPOSITION</b>		
Linotype ems set .....	447,795,971	439,153,947
Monotype ems set .....	106,959,066	120,603,543
Monotype sorts cast .....	530,418 lbs.	446,132 lbs.
<b>LETTERPRESS (Impressions)</b>		
Large cylinder presses .....	38,765,556	35,193,466
Pony cylinder presses .....	14,134,837	12,366,720
Vertical presses .....	19,113,487	22,343,142
Platen presses .....	4,344,748	5,665,145
Heidelberg presses .....	4,594,133	6,611,000
Rotary Miller-Laufer .....	1,678,100	18,116,000
Total .....	82,630,861	100,295,473
<b>LETTERPRESS (Embossing)</b>		
Letterheads, envelopes, cards .....	4,373,822	4,393,648
Grand Total .....	87,004,683	104,689,121
<b>OFFSET</b>		
Plates made .....	27,632	30,234
Number of camera shots made .....	49,027	52,154
<b>OFFSET (Impressions)</b>		
17" x 22" presses .....	14,874,042	17,501,541
18" x 24" presses .....	5,910,191	3,810,976
21" x 28" presses .....	17,852,472	9,348,824
22" x 34" presses .....	41,399,723	29,970,572
35" x 45" presses .....	14,249,781	17,354,649
Total .....	94,286,209	77,986,562

TABLE 2  
Comparative Printing Sales

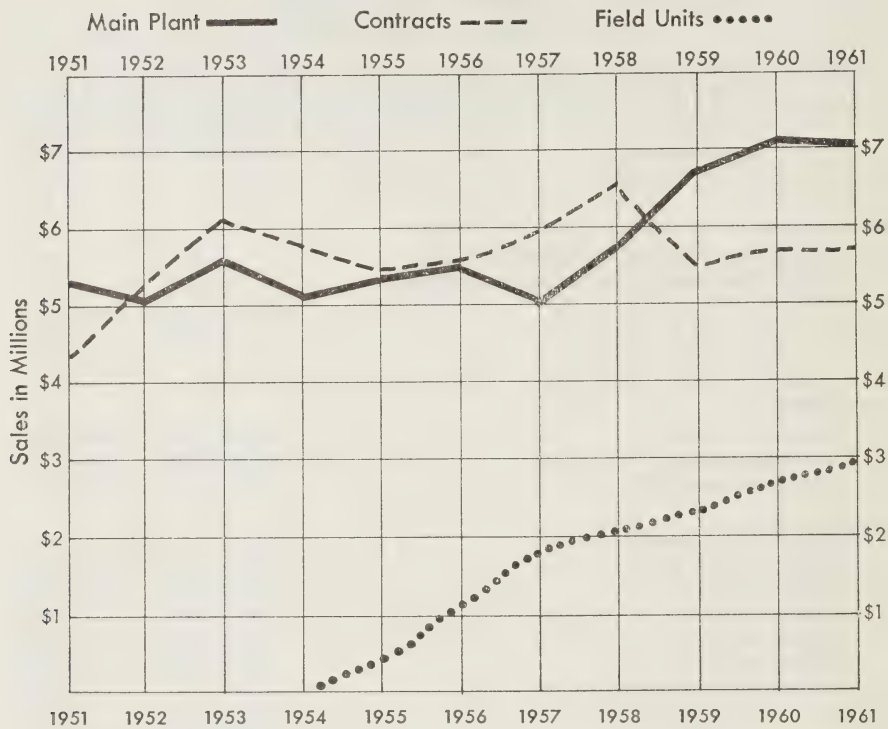


TABLE 3  
Amounts Charged Against Parliament and the Departments  
for Printing, Lithographing, Binding, etc., for  
the Fiscal Year Ended March 31, 1961

Department	Printing and Sundry	Commercial Contract	Total
Agriculture .....	\$ 221,561	\$ 273,743	\$ 495,304
Archives—Public .....	19,456	5,910	25,366
Auditor General's Office .....	3,933	11	3,944
Chief Electoral Officer .....	40,016	163,530	203,546
Citizenship and Immigration .....	159,315	87,128	246,443
Civil Service Commission .....	80,554	16,851	97,405
Defence Production .....	65,533	12,658	78,191
Exchequer Court .....	1,534	—	1,534
External Affairs .....	88,489	188,373	276,862
Finance .....	147,882	423,526	571,408
Fisheries .....	64,687	48,966	113,653
Governor General's Office .....	4,572	569	5,141
House of Commons .....	865,535	51,166	916,701
Insurance .....	98,509	43	98,552
International Joint Commission .....	177	—	177

TABLE 3—Concluded

<i>Department</i>	<i>Printing and Sundry</i>	<i>Commercial Contract</i>	<i>Total</i>
Justice .....	16,768	314	17,082
Labour .....	397,556	499,729	897,285
Library of Parliament .....	6,850	11	6,861
Mines & Technical Surveys .....	182,481	53,575	236,056
National Defence .....	2,516,180	1,117,831	3,634,011
National Film Board .....	16,373	40,958	57,331
National Gallery of Canada .....	9,690	42,409	52,099
National Harbours Board .....	5,251	3,578	8,829
National Health & Welfare .....	211,680	160,560	372,240
National Research Council .....	95,106	424	95,530
National Revenue .....	324,928	647,120	972,048
Northern Affairs & National Resources .....	219,498	397,320	616,818
Penitentiaries .....	6,908	1,209	8,117
Post Office .....	631,904	376,054	1,007,958
Privy Council .....	39,142	125	39,267
Public Printing & Stationery .....	1,106,050	152,488	1,258,538
Public Works .....	79,510	36,078	115,588
Royal Canadian Mounted Police .....	29,295	73,798	103,093
Secretary of State .....	891,046	3,608	894,654
Senate of Canada .....	186,001	15,293	201,294
Supreme Court .....	2,544	—	2,544
Trade & Commerce .....	1,031,717	207,615	1,239,332
Transport .....	222,758	207,147	429,905
Transport Commission .....	15,697	4,121	19,818
Veterans' Affairs .....	76,183	104,581	180,764
<i>Miscellaneous:</i>			
Atomic Energy Control Board .....	867	65	932
Atomic Energy of Canada Ltd. ....	8,947	—	8,947
Bank of Canada .....	33	73,010	73,043
Board of Broadcasting Governors .....	6,119	104	6,223
Canadian Council National Commission .....	119	—	119
Canadian Maritime Commission .....	1,405	361	1,766
Central Mortgage & Housing Corporation .....	545	—	545
Crown Assets Disposal Corporation .....	10	—	10
Defence Construction .....	544	407	951
Eldorado Mining & Refining Ltd. ....	5,323	—	5,323
External Aid Office .....	558	—	558
National Capital Commission .....	471	—	471
National Energy Board .....	1,705	159	1,864
National Parole Board .....	5,137	886	6,023
Northern Canada Power Commission .....	56	—	56
Royal Commission on Automotive Industry .....	166	—	166
Royal Commission on Cdn. Govt. Operations ....	2,061	—	2,061
Royal Commission on Coal .....	2,008	—	2,008
Royal Commission on Great Slave Lake Railway .....	363	—	363
Royal Commission on Price Spread of Food Products .....	4,378	—	4,378
Royal Commission on Publications .....	946	—	946
Royal Commission on Transportation .....	761	—	761
St. Lawrence Seaway Authority .....	12,405	16,565	28,970
Total .....	\$10,237,796*	5 5,509,977	\$15,747,773

\* Included under Printing and Sundry are sub-contracts placed with Commercial Printers amounting to \$130,680.

TABLE 4

## Printing Production (Field Units)

## COMPARATIVE STATEMENT OF VOLUME OF WORK PROCESSED

Unit	Plates made or received		Total Impressions	
	1960-61	1959-60	1960-61	1959-60
<b>OTTAWA AREA</b>				
St. Patrick Street .....	244,870	224,805	56,706,605	59,063,541
Eastview .....	51,643	44,795	28,554,557	29,845,176
Preston Street .....	38,305	40,390	55,685,714	64,191,289
Cartier Square .....	266,177	261,949	49,081,369	48,411,964
Mackenzie Avenue .....	65,173	18,635	43,025,748	42,968,151
Rockcliffe .....	112,367	128,265	30,633,827	32,335,917
Public Works .....	62,984	22,022	11,931,381	4,736,561
Citizenship Bldg. ....	34,637	7,311	11,297,938	3,273,051
Albert Street .....	4,685	25,315	1,213,917	10,366,126
Jackson Building .....	20,486	4,062	12,137,634	2,308,523
Copeland Building .....	51,691	—	19,919,927	—
Wellington Street .....	103,014	—	35,319,593	—
<b>OUTSIDE OF OTTAWA</b>				
London .....	39,024	44,070	11,466,147	10,556,989
Toronto .....	36,489	34,278	22,599,147	22,906,421
Clinton .....	27,050	26,250	4,623,059	4,085,565
Camp Borden .....	105,207	105,589	13,749,652	13,881,369
Trenton .....	50,734	45,242	12,649,922	10,605,597
Cobourg .....	9,437	14,335	4,864,688	5,276,205
Kingston .....	65,623	66,953	8,214,019	9,059,488
Winnipeg .....	62,258	50,447	19,536,401	17,337,609
Edmonton .....	32,413	33,619	15,616,648	14,827,701
Vancouver .....	31,692	31,984	13,892,986	13,344,636
Esquimalt .....	45,690	48,207	10,564,655	10,041,140
Montreal .....	37,973	35,834	22,886,546	21,114,155
25 C.O.D. ....	32,579	27,431	8,114,715	8,014,981
Quebec .....	37,706	33,944	9,789,414	8,514,127
Halifax .....	143,653	90,376	28,392,326	26,900,949
Gagetown .....	15,827	—	2,567,148	—
Total .....	1,829,387	1,466,108	565,035,683	493,967,231

TABLE 5

**Amounts Charged Against Parliament and the Departments for Stationery  
for the Last Four Fiscal Years**

<i>Department</i>	<i>1960-61</i>	<i>1959-60</i>	<i>1958-59</i>	<i>1957-58</i>
	\$	\$	\$	\$
Agriculture .....	114,166	134,990	126,821	116,289
Archives—Public .....	3,602	3,183	3,714	3,277
Auditor General's Office .....	1,456	784	865	936
Canadian Broadcasting Corporation .....	6	16	—	49
Chief Electoral Officer .....	711	1,137	264	2,399
Citizenship & Immigration .....	171,485	176,883	203,751	192,260
Civil Service Commission .....	20,340	22,665	22,605	15,243
Defence Production .....	25,340	36,838	38,105	39,398
Exchequer Court .....	412	317	348	362
External Affairs .....	46,579	43,717	53,793	39,495
Finance .....	54,763	53,758	50,721	57,862
Fisheries .....	29,212	26,118	36,100	24,898
Governor General's Office .....	503	728	462	381
House of Commons .....	15,664	14,726	14,644	21,467
Insurance .....	1,009	966	789	960
International Joint Commission .....	259	330	404	425
Justice .....	6,590	9,131	7,211	6,274
Labour .....	97,185	77,432	115,295	79,576
Library of Parliament .....	638	647	522	567
Mines & Technical Surveys .....	36,296	36,120	29,647	28,840
National Defence .....	1,006,590	1,059,801	986,359	1,132,628
National Film Board .....	15,587	18,317	18,387	15,702
National Gallery of Canada .....	1,095	291	85	—
National Harbours Board .....	1,244	1,173	217	762
National Health and Welfare .....	52,678	45,025	59,378	62,023
National Research Council .....	2,486	4,205	1,763	1,777
National Revenue .....	138,801	150,137	154,394	169,656
Northern Affairs & National Resources .....	87,268	68,813	70,418	64,375
Penitentiaries .....	44,437	30,179	30,380	32,990
Post Office .....	131,710	93,162	130,942	106,541
Privy Council .....	9,230	7,534	3,686	6,221
Public Printing and Stationery .....	46,458	47,141	42,945	30,641
Public Works .....	51,186	58,398	55,665	43,368
Royal Canadian Mounted Police .....	87,135	90,071	73,870	73,225
Secretary of State .....	7,386	8,896	8,670	6,790
Senate of Canada .....	2,691	1,926	2,936	2,620
Supreme Court .....	1,066	783	841	815
Trade and Commerce .....	63,997	57,148	59,652	50,131
Transport .....	128,880	142,179	121,074	114,117
Transport Commissioners .....	4,020	4,273	3,417	2,629
Veterans' Affairs .....	84,473	117,870	114,774	108,821
<i>Miscellaneous:</i>				
Atomic Energy Control Board .....	256	276	227	193
Atomic Energy of Canada Limited .....	43	51	43	—
Bank of Canada .....	9,850	7,934	7,151	3,750
Board of Broadcasting Governors .....	1,508	1,384	498	—
British Ministry of Pensions .....	28	11	24	22
Canadian Arsenal Limited .....	155	126	293	189
Canadian Commercial Corporation .....	21	3	1	—
Canadian Maritime Commission .....	462	451	349	374
Central Mortgage and Housing Corporation .....	5	15	—	11
Crown Assets Disposal Corporation .....	6,121	6,689	4,109	2,569
Defence Construction (1951) Limited .....	4,784	695	7	29
National Capital Commission .....	59	54	26	19

TABLE 5—Concluded

<i>Department</i>	<i>1960-61</i>	<i>1959-60</i>	<i>1958-59</i>	<i>1957-58</i>
	\$	\$	\$	\$
National Energy Board .....	952	2,927	—	—
National Parole Board .....	3,026	352	—	—
Northern Canada Power Commission .....	1,467	1,335	746	633
Royal Commission on the Automotive Industry .....	322	—	—	—
Royal Commission on Canadian Government Operations .....	5,004	—	—	—
Royal Commission on Coal .....	6	837	—	—
Royal Commission on Energy .....	847	135	796	314
Royal Commission on Great Slave Lake Railway .....	—	79	—	—
Royal Commission on Price Spread of Food Products .....	—	616	739	917
Royal Commission on Publications .....	650	—	—	—
Royal Commission on Transportation .....	516	121	—	—
St. Lawrence Seaway Authority .....	6,561	13,959	5,835	8,422
United Kingdom Air Liaison Mission .....	—	—	—	1
United Kingdom Payments Office .....	7	—	—	5
United Kingdom Service Liaison Staff Air .....	—	2	1	—
Total .....	2,637,284	2,685,860	2,656,759	2,674,238

TABLE 6

Value of Office Machine Repairs for Parliament and  
the Departments for the Last Three Fiscal Years

<i>Department</i>	<i>1960-61</i>	<i>1959-60</i>	<i>1958-59</i>
Agriculture .....	\$ 21,609	\$ 18,536	\$ 16,987
Archives—Public .....	1,543	833	608
Auditor General's Office .....	152	84	157
Air Transport Board .....	274	80	130
Board of Broadcast Governors .....	106	35	21
Board of Grain Commissioners .....	1,062	672	767
Chief Electoral Officer .....	6	3	42
Citizenship and Immigration .....	20,678	17,327	12,951
Citizenship and Immigration—Indian Affairs .....	1,698	—	3,639
Civil Service Commission .....	4,832	4,496	5,248
Comptroller of the Treasury .....	37,348	43,577	34,812
Defence Production .....	12,993	11,028	9,194
Defence Research Board .....	6,322	8,130	5,723
Dominion Bureau of Statistics .....	13,292	13,441	10,074
Dominion Coal Board .....	96	116	108
Exchequer Court of Canada .....	85	194	91
External Affairs .....	5,459	5,618	3,328
Farm Credit Corporation .....	138	181	241
Finance .....	3,113	3,777	3,877
Fisheries .....	4,973	5,530	4,742
Governor General's Office .....	102	73	85
House of Commons .....	2,265	3,488	3,431

TABLE 6—Concluded

<i>Department</i>	<i>1960-61</i>	<i>1959-60</i>	<i>1958-59</i>
Insurance .....	606	833	525
International Joint Commission .....	23	72	71
Justice .....	3,659	3,995	3,557
Justice Penitentiaries .....	2,881	3,034	2,539
Labour .....	4,844	4,975	3,569
Library of Parliament .....	168	159	162
Mines & Technical Surveys .....	5,963	6,425	4,693
National Defence .....	257,966	259,547	251,905
National Film Board .....	3,242	2,927	2,810
National Gallery of Canada .....	252	194	54
National Harbours Board .....	3	3	2
National Health & Welfare .....	12,540	12,605	12,366
National Health & Welfare—Indian Health Services .....	1,341	886	752
National Library .....	152	154	257
National Research Council .....	—	3	15
National Revenue—Customs and Excise .....	18,682	21,682	24,590
National Revenue—Taxation .....	37,036	38,837	42,942
Northern Affairs & National Resources .....	8,337	8,330	5,561
Post Office .....	26,600	25,463	22,834
Privy Council .....	1,289	615	614
Public Printing and Stationery .....	16,495	12,647	14,486
Public Works .....	9,721	9,958	8,896
Royal Canadian Mint .....	338	239	117
Royal Canadian Mounted Police .....	21,615	21,413	16,448
Secretary of State .....	4,267	3,148	3,627
Senate of Canada .....	798	713	942
Supreme Court of Canada .....	253	328	264
Tariff Board .....	41	116	18
Trade and Commerce—Administration .....	3,680	4,071	4,077
Transport .....	24,284	23,613	20,732
Transport Commissioners .....	589	439	244
Unemployment Insurance Commission .....	21,094	18,873	20,341
Veterans Affairs .....	28,296	25,607	23,212
Veterans Lands Act .....	1,008	1,140	976
<i>Miscellaneous:</i>			
Atomic Energy Control Board .....	40	—	18
Canadian Arsenals Ltd. ....	8	—	—
Canadian Maritime Commission .....	39	82	87
Commission for Royal Tour .....	—	25	5
External Aid Office .....	13	—	—
National Energy Board .....	153	—	—
National Parole Board .....	339	—	—
Royal Commission on Energy .....	—	21	—
Royal Commission on Price Spread of Food Products ....	2	67	—
Royal Commission on Transportation .....	91	21	—
St. Lawrence Seaway Authority .....	—	210	382
Territorial Government—Yukon Territories .....	108	130	—
Total .....	\$ 657,002	\$ 650,347	\$ 610,946

No Sales are being recorded for Office Machine Repairs as this service is paid from appropriations for this purpose.

TABLE 7  
Details of Ordinary Revenue

	1960-61	1959-60
<b>REVENUE FROM SALES OF PUBLICATIONS</b>		
<i>Canada Gazette</i>		
Subscriptions .....	\$ 12,868	\$ 15,151
Advertising and Extra Copies .....	106,845	107,019
	<u>\$ 119,713</u>	<u>\$ 122,170</u>
<i>Miscellaneous</i>		
Parliament and Departments .....	\$ 115,518	\$ 110,353
Public .....	855,511	860,611
Annual Statutes .....	18,608	15,308
Revised Statutes .....	2,160	2,205
	<u>\$ 991,797</u>	<u>\$ 988,477</u>
Total Sales .....	<u>\$1,111,510</u>	<u>\$1,110,647</u>
<b>OTHER REVENUE</b>		
Refunds of Previous Year's Expenditure .....	\$ 19,093	\$ 144
Sundry .....	28,582	9,733
Queen's Printer's Advance: Excess of Revenue over Expenditure .....	21,629	180,187
Total Revenue .....	<u>\$1,180,814</u>	<u>\$1,300,711</u>

TABLE 8  
Authorized Free Distribution of the Annual Statutes of  
Canada for 1960

	English	French
Office of the Governor General of Canada (bound in half-calf) .....	1	.....
Office of the Speaker of the House of Commons .....	1	.....
Office of the Speaker of the Senate .....	1	.....
Office of each member of the Government of Canada .....	27	35
Office of the Leader of the Opposition .....	1	.....
Members of the House of Commons and Members of the Senate .....	307	163
Members of Provincial Governments and elected members of the Yukon and Northwest Territorial Councils .....	112	20
Officials of Provincial Governments and of the Yukon and Northwest Territorial Councils .....	574	230
Members of the Judiciary of Canada .....	815	202
Officials of the Senate, of the House of Commons and of the various departments of the Government of Canada .....	330	64
Library of Parliament and the National Library .....	9	7
Provincial legislative, university, law faculty college and public libraries in Canada .....	248	89
Canadian Embassies and Consular posts, Canadian Trade Commissioners, United Nations, Members of and officers of the governments of countries other than Canada, universities and other institutions therein, if in the opinion of the Queen's Printer it is in the public interest .....	148	20
Total .....	<u>2,574</u>	<u>831</u>

## Financial Operations Results

### EXPLANATORY NOTES

The following observations relate to the consolidated financial statements, Tables 9, 10, 11 and 12:

1. Revenue derived from various Departments for work contracted outside is identical to purchase cost. This, though, includes an amount of \$15,625 for paper and art work supplied by this Department on outside work. In 1960, this represented a total sum of \$67,102.
2. Under operating expenditure, this excludes any fixed items such as rent, heat, property tax and depreciation. As the Department of Public Works is the owner of Government buildings, cost for rent, heat and taxes is provided from its Estimates. In so far as depreciation on equipment, this is computed for statistical purposes as a guide for replacement only. Funds for purchase of equipment are provided by Parliament from an Appropriation.
3. Included in the printing sales for main plant and field units are sales of a miscellaneous nature of \$46,625 and \$331,070 respectively. These sales usually consist of printing supplies issued to other departments. In addition, the field units also dispensed, on a small scale, stationery items as requested.
4. Inventories listed herewith are those paid from the Queen's Printer's Advance Account and recovered through the various revenues. All inventories are valued at standard other than Maintenance Stores, Main and Sub-Stores of Typewriter, Drums and Containers and Material Returns, claims. The first two are valued at the average price method while the remainder are based at actual.
5. No sales are being recorded for office machine repairs as this service is paid from appropriations for this purpose.
6. The excess of Revenue over Expenditure from Stationery operations was in 1960, \$18,618. In 1961, this excess of revenue amounts to \$36,456.

**TABLE 9**  
**Prepaid Expenses and Inventories as at March 31, 1961**

	1960-61	1959-60
<b>PRINTING OPERATIONS</b>		
Printing—Work-in-Process .....	\$ 466,797	\$ 333,296
Paper Stores .....	396,510	470,021
Printing Material Stores .....	311,819	322,947
Printing Units Sub-Stores .....	361,265	343,268
Maintenance Stores .....	204,518	200,480
Stores Condemnation .....	23,835	26,668
Treasury Board Write-Off Authority .....	6,017	—
Material Returns, Claims .....	2,112	1,380
Consignment .....	—	20,737
Drums and Containers .....	614	785
Postage Meter .....	2,416	2,306
	<u>\$1,775,903</u>	<u>\$1,721,888</u>
<b>STATIONERY OPERATIONS</b>		
Main Stores .....	\$ 746,631	\$ 711,448
Material Returns, Claims .....	50	17
Consignment .....	31,441	28,990
	<u>\$ 778,122</u>	<u>\$ 740,455</u>
<b>TYPEWRITER AND OFFICE MACHINE OPERATIONS</b>		
Main Stores .....	\$ 42,694	\$ 43,362
Sub-Stores .....	109,567	65,207
	<u>\$ 152,261</u>	<u>\$ 108,569</u>
<b>DEPARTMENTAL OPERATIONS</b> .....	<u>\$2,706,286</u>	<u>\$2,570,912</u>

**TABLE 10**  
**Details of Expenditures by Votes**

	1960-61	1959-60	1960-61 Lapsed
<b>DEPARTMENTAL ADMINISTRATION</b>			
Salaries and Wages .....	\$ 619,205	\$ 539,207	\$ 10,522
Travelling Expenses .....	4,796	3,140	504
Postage .....	164	206	36
Telephones and Telegrams .....	936	1,082	36
Publication of Departmental Reports and other Material .....	1,315	2,427	785
Office Stationery, Supplies and Equipment .....	89,193	94,095	1,239
Material and Supplies .....	1,103	1,279	297
Repairs and Upkeep of Equipment .....	4,911	4,499	89
Unemployment Insurance Contributions and other Personal Benefits .....	55	61	45
Sundries .....	1,243	1,486	447
	<u>\$ 722,921</u>	<u>\$ 647,482</u>	<u>\$ 14,000</u>
Less—Estimated Revenue from Department of Finance for Services Rendered .....	6,000	6,000	—
	<u>\$ 716,921</u>	<u>\$ 641,482</u>	<u>\$ 14,000</u>

TABLE 10—Continued

	1960-61	1959-60	1960-61 Lapsed
<b>PURCHASING, STATIONERY AND STORES</b>			
Salaries and Wages .....	\$ 617,078	\$ 565,393	\$ 12,629
Professional and Special Services .....	—	18	50
Travelling Expenses .....	6,871	8,715	879
Freight, Express and Cartage .....	125,334	131,542	6,266
Postage .....	5,871	7,127	429
Telephones and Telegrams .....	4,495	3,813	5
Publication of Departmental Reports and other Material .....	—	—	100
Repairs to Office Equipment and Acquisition of Spare Parts .....	376,980	404,198	20
Office Stationery, Supplies & Equipment .....	12,625	17,027	1,300
Material and Supplies .....	7,098	6,969	1,452
Repairs and Upkeep of Equipment .....	4,480	5,990	1,720
Municipal or Public Utility Services .....	682	668	518
Unemployment Insurance Contributions and other Personal Benefits .....	414	537	486
Sundries .....	181	133	519
	<u>\$1,162,109</u>	<u>\$1,152,130</u>	<u>\$ 26,373</u>
<b>DISTRIBUTION OF OFFICIAL DOCUMENTS</b>			
Salaries and Wages .....	\$ 352,374	\$ 310,536	\$ 1,657
Travelling Expenses .....	1,516	1,145	84
Freight, Express and Cartage .....	16,965	18,998	35
Postage .....	27,599	28,796	1
Telephones and Telegrams .....	313	260	12
Advertising .....	27,784	32,734	216
Office Stationery, Supplies & Equipment .....	15,046	19,353	24
Material and Supplies .....	16,581	16,639	19
Sundries .....	524	383	2
	<u>\$ 458,702</u>	<u>\$ 428,844</u>	<u>\$ 2,050</u>
<b>PRINTING AND BINDING OF OFFICIAL PUBLICATIONS FOR SALE AND DISTRIBUTION TO DEPARTMENTS AND THE PUBLIC</b>			
Printing—Queen's Printer's share of the cost of publications distributed free in accordance with the official list approved by the Governor in Council .....	\$ 44,597	\$ 47,036	\$ 403
Printing, etc., for sales .....	604,132	641,866	868
	<u>\$ 648,729</u>	<u>\$ 688,902</u>	<u>\$ 1,271</u>

TABLE 10—Concluded

	1960-61	1959-60	Lapsed 1960-61
PRINTING OF THE CANADA GAZETTE			
Printing .....	\$ 145,433	\$ 130,820	\$ 1,567
PRINTING AND BINDING THE ANNUAL STATUTES			
Printing and Binding .....	\$ 37,970	\$ 45,274	\$ 30
PLANT EQUIPMENT AND REPLACEMENTS			
Acquisition or Construction of Equipment—Main Plant .....	\$ 164,555	\$ 176,668	\$ 6,592
Acquisition or Construction of Equipment—Printing Units .....	70,771	169,350	508
Repairs and Upkeep .....	37,282	32,569	2,718
	\$ 272,608	\$ 378,587	\$ 9,818

TABLE II

## Queen's Printer's Advance

## Statement of Operations for the Year Ended March 31, 1961

	Printing	Commercial Printing and Sundries	Stationery, Office Equipment and Parts	Total
<b>REVENUE:</b>				
Main Plant .....	\$ 7,069,237	—	—	\$ 7,069,237
Field Units .....	2,790,864	—	—	2,790,864
Commercial Contracts .....	—	\$ 5,509,977	—	5,509,977
Sundry printing materials and services .....	—	377,695	—	377,695
Stationery, office equipment and parts .....	—	—	\$ 2,637,284	2,637,284
	<u>\$ 9,860,101</u>	<u>\$ 5,887,672</u>	<u>\$ 2,637,284</u>	<u>\$18,385,057</u>
<b>COST OF REVENUE:</b>				
Opening inventories:				
Work in Process .....	331,616	1,680	—	333,296
Stationery, office equipment and parts .....	—	—	849,024	849,024
Direct materials .....	3,236,118	5,916,768	2,690,673	11,843,559
Direct labour .....	4,096,406	—	—	4,096,406
Other factory expense .....	2,652,087	—	—	2,652,087
	<u>\$10,316,227</u>	<u>\$ 5,918,448</u>	<u>\$ 3,539,697</u>	<u>\$19,774,372</u>
Less closing inventories:				
Work in Process .....	436,021	30,776	—	466,797
Stationery, office equipment and parts .....	—	—	930,383	930,383
Net cost of revenue .....	<u>\$ 9,880,206</u>	<u>\$ 5,887,672</u>	<u>\$ 2,609,314</u>	<u>\$18,377,192</u>
<b>EXCESS OF REVENUE OVER COST OF REVENUE .....</b>				
	(20,105)	—	27,970	7,865
Miscellaneous revenue, discount earned .....	<u>5,278</u>	<u>—</u>	<u>8,486</u>	<u>13,764</u>
<b>EXCESS OF REVENUE OVER EXPENDITURE .....</b>				
	<u>\$ (14,827)</u>	<u>—</u>	<u>\$ 36,456</u>	<u>\$ 21,629</u>
NOTES: (A) The item of Revenue, Main Plant, includes \$130,680 for work done by commercial contract. The same amount is included in the cost of direct materials shown under Cost of Revenue, Printing.				
(B) The above figures do not include amounts charged to Department of Public Printing and Stationery appropriations and credited to the Queen's Printer's Advance, as follows:				
Revenue (and cost of revenue)—				
Engineering maintenance costs recoverable (Printing) .....				\$59,221
Typewriter parts recoverable (Stationery, Office Equipment and Parts) .....				\$43,863

TABLE 12

## Queen's Printer's Advance

(Established by the Public Printing and Stationery Act)

## Balance Sheet as at March 31, 1961

ASSETS		LIABILITIES	
Accounts receivable		Accounts payable and accrued wages	\$ 284,892
Departments and agencies of the Government of Canada	\$3,159,504	Printing and Stationery, contra	66,311
Printing and Stationery, contra	66,311		
Inventories, at cost		Equity of the Government of Canada	
Printing materials and supplies	1,292,217	Queen's Printer's Advance, established by Section 37 of the Public Printing and Stationery Act	5,559,269
Work in process—printing	466,797		
Stationery, office equipment and parts	930,383	Excess of revenue over expenditure for the year, due to the Receiver General of Canada, per Statement of Operations	21,629
Prepaid expenses	2,689,397		
	16,889		5,580,898
	<u>\$5,932,101</u>		<u>\$5,932,101</u>

## AUDITOR'S REPORT

NOTE: The value of services and facilities, including light, power, telephone, heating, amortization of buildings and equipment, etc., provided free of charge by other government departments, is not reflected in the above Balance Sheet or in the Statement of Operations. (Table II)

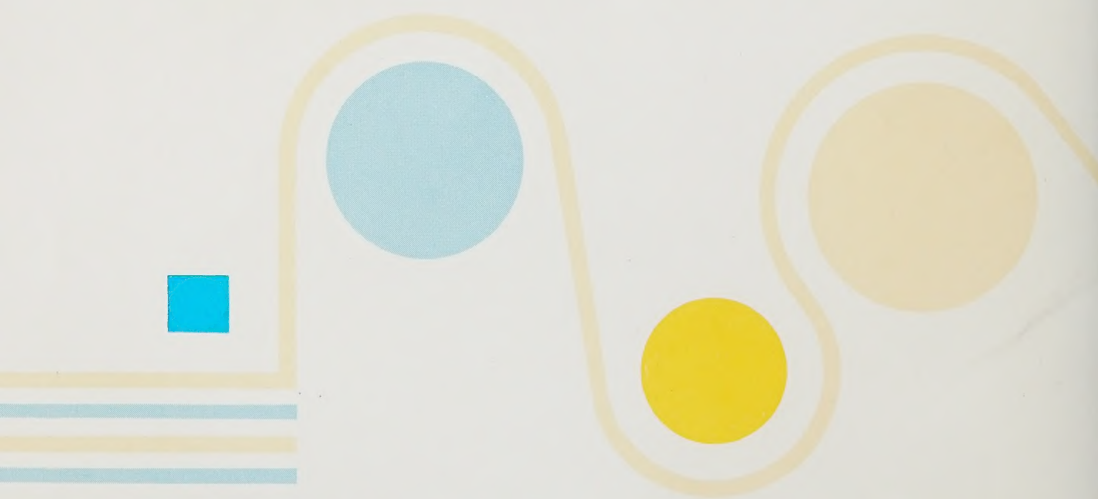
Subject to the footnote to this Statement, and to those shown on the Statement of Operations for the year ended March 31, 1961, I report that, in my opinion, the Balance Sheet and the attached Statement of Operations present a true and fair view of the state of the affairs of the Queen's Printer's Advance as at March 31, 1961, and the results of the operations of the Advance for the year ended on that date.

Certified correct: Approved:

GUY COUSINEAU,  
Superintendent, Financial Services.  
Queen's Printer.

A. M. HENDERSON,  
Auditor General of Canada.





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